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DD/A 75-2970

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24 January 1975

MEMORANDUM FOR: DCI

SUBJECT : Annual Personnel Plan and Personnel Development Program

1. MAG has reviewed the Office of Personnel memoranda setting out instructions for the collection of information on the Annual Personnel Plan and the Personnel Development Program and has discussed these plans with representatives of the Office of Personnel.

2. We note that you made mention of the Annual Personnel Plan and the Personnel Development program in your employee notice, "Integrity of the Merit System". We also note that the Mid-Career course includes a section on these plans. However, it is MAG's opinion that the existence and ramifications of these plans seem to be known to only a limited number of managers and very few employees.

3. MAG suggests that additional publicity be given to these plans. We think it would be useful if you would issue a status report on the utility of the Annual Personnel Plan as a management tool, citing specific examples of how you and your managers use it. For those Directorates which have not disseminated information on these programs, we suggest they be required to do so. Where appropriate, we think each Directorate should devise effective ways of explaining the Personnel Development Program to employees to broaden understanding and support of it.

Management Advisory Group

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